

TOWN OF BERLIN
10 William Street
Berlin, MD 21811

APPLICATION FOR BUSINESS LICENSE

Under the provisions of Town of Berlin Code, Chapter 39, all persons who operate retail, service, rental, or professional businesses must obtain an annual Business License from the Town of Berlin. The annual licensing period is from July 1 to June 30; license fees will be pro-rated according to the business opening date within that period (see schedule below).

Today's Date: _____	Opening Date: _____
Business Name: _____	Phone: _____
Proprietor/Manager: _____	EIN/SSN: _____
Mailing Address: _____	Physical Address: _____ (if different than mailing)
City, State Zip: _____	_____
Type of Business: _____	Email: _____

I, the undersigned, acknowledge that the above information is correct and that it is my responsibility to contact the Town of Berlin Department of Planning and Zoning to obtain any applicable sign permits, building permits, and information regarding any other restrictions/permitting as required (including Historic District as applicable).

_____ Name	_____ Date
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Position/Title

Office Use Only:		
Clerk: _____	Fee: _____	Period Covered From: _____
		To: _____
Invoice #: _____	Date sent: _____	
Planning & Zoning Review _____	Date _____	
Initials		

Fee Schedules:				
Opening Date:	Business:	Financial:	Rental (per unit):	
Jun. 16 - Jul. 15	\$75.00	\$150.00	\$10.00	(12 months)
Jul. 16 - Aug. 15	\$68.75	\$137.50	\$ 9.24	(11 months)
Aug. 16 - Sep. 15	\$62.50	\$125.00	\$ 8.40	(10 months)
Sep. 16 - Oct. 15	\$56.25	\$112.50	\$ 7.56	(9 months)
Oct. 16 - Nov. 15	\$50.00	\$100.00	\$ 6.72	(8 months)
Nov. 16 - Dec. 15	\$43.75	\$ 87.50	\$ 5.88	(7 months)
Dec. 16 - Jan. 15	\$37.50	\$ 75.00	\$ 5.04	(6 months)
Jan. 16 - Feb. 15	\$31.25	\$ 62.50	\$ 4.20	(5 months)
* Feb. 16 - Mar. 15	\$100.00	\$200.00	\$13.44	(16 months)
* Mar. 16 - Apr. 15	\$93.75	\$187.50	\$12.60	(15 months)
* Apr. 16 - May 15	\$87.50	\$175.00	\$11.76	(14 months)
* May 16 - Jun. 15	\$81.25	\$162.50	\$10.92	(13 months)

*covers from opening date to June 30 of following year